

1 July 1992

**Accounting and Finance**

**CONTROL OF FOREIGN MILITARY SALES (FMS) ADMINISTRATIVE  
SURCHARGE AND CASE TRAVEL FUNDS**

This regulation sets up procedures for the control of FMS Administrative Surcharge and Case travel funds and provides guidance to the traveler, approving authority, and Air Force Security Assistance Center (AFSAC) temporary duty (TDY) monitor. The (AFSAC) TDY monitor gives information to solve specific situations on a trip-by-trip and periodic basis. This regulation governs those travelers in HQ AFMC, AFSAC, and other offices who use HQ AFMC or the AFSAC travel funds in support of the FMS program. It doesn't apply to US Air Force Reserve or Air National Guard units and members.

**1. Responsibilities:**

a. The AFSAC Assistant for Resource Management, the Financial Management Division, controls FMS Administrative Surcharge and Case travel funds for the HQ AFMC staff and AFSAC, and also requests and monitors the obligation authority (OA), AF Form 616, Fund Cite Authorization.

b. Each organization authorized to use FMS travel funds:

(1) Evaluates TDY requirements to determine if it is an FMS Administrative charge, FMS Case charge, operation and maintenance (O&M) charge, or a combination of the above charges. The AFSAC TDY monitor will provide assistance when determinations can't be made. The FMS TDY requirements are validated at directorate level (HQ AFMC) or directorate level (AFSAC) on the "FMS TDY Certification Worksheet" (AFMC Form 329). The AFMC Form 329 should include the percentage of FMS support chargeable to FMS Administrative Surcharge or FMS Case. The funding source should be reflected in parentheses following the certification statement block 11. This funding source should agree with the applicable fund cite in block 19 of the AFMC Form 329. The validating

officials will ensure the accuracy of the certification statement. The AFSAC TDY monitor may ask for supporting data, such as letters, messages, and so forth, directing the travel.

(2) Makes sure the Administrative Surcharge fund citation isn't given to organizations or persons not located at Wright-Patterson Air Force Base, with the exception of those persons who are required to travel in support of your FMS mission. For those personnel, the AFMC Form 329 will be issued at Wright-Patterson Air Force Base. See attachment 1 for instruction on the completion of AFMC Form 329. An authorization letter will be Electro Mailed or telefaxed to the travelers. Each TDY will be considered on a trip-by-trip basis and must be approved by the AFSAC TDY monitor before travel orders are processed.

(3) To ensure the availability of TDY funds for each FMS Case, quarterly travel requirements should be provided to the AFSAC TDY monitor 10 workdays before the end of the preceding quarter.

Note: OA won't be available if Case TDY forecasts aren't received in writing from the Case managers. All Case TDY forecasts must be in writing.

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**2. Procedures.** These procedures apply to both FMS Administrative Surcharge TDY and FMS Case TDY.

**a. Traveler:**

(1) Prior to each trip, submits an AFMC Form 329 and a signed DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, to the AFSAC TDY monitor requesting verification of fund cite and issuance of a control number. *There should be no exceptions to this procedure. The control number must be included with the fund cite on the travel voucher.*

(2) Submits travel orders through local channels for processing after verification of fund cite and issuance of an AFSAC control number.

(3) Notifies the AFSAC TDY monitor if the trip is cancelled prior to processing travel orders.

(4) Prepares AF Form 973, Request and Authorization for Change of Administrative Orders, revoking the order if trip is cancelled after travel order has been processed. The AFSAC TDY monitor must initial the AF Form 973 before processing.

(5) Prepares AF Form 973 when travel orders are to be amended. The AFSAC TDY monitor must initial the AF Form 973 before processing to ensure revision of the prior funds obligation.

(6) Provides one legible copy of travel orders, one legible copy of the paid travel voucher and one legible copy of the airline ticket or TR to the AFSAC TDY monitor within 10 workdays after completion of travel.

**b. The AFSAC TDY Monitor:**

(1) Request an OA for Administrative Surcharge and Case funds from 2750 CPTS/FMFII. Maintains the OA and makes sure obligations are recorded and submitted to 2750 CPTS/FMFII at the termination of the OA.

(2) Upon receipt of travel orders and FMS certification worksheet, verifies the travel is appropriate to charge to FMS Administrative Surcharge or Case. Ensures funds are available and do not exceed available OA.

(3) Verifies fund cite and writes the control number on the travel orders. Control numbers

will begin with the advice number from the approved OA, followed by an assigned control number.

(4) Maintains log for all TDY charged to Administrative Surcharge funds and maintains a visible account of dollars obligated and OA balance. The AFSAC TDY monitor maintains a file of paid travel vouchers, and other related information.

(5) Maintains an individual log for each FMS Case and maintains a visible account of dollars obligated against each Case by quarter. The AFSAC TDY monitor maintains a file of paid travel vouchers and related information.

(6) Contacts traveler's director (HQ AFMC) or two-letter office chief (AFSAC) to make sure a voucher is submitted if notified by 2750 CPTS/FMFII that a TDY voucher is overdue.

**c. FMS TDY Certification Worksheet (AFMC Form 329):**

(1) General Information: There are two AFMC Form 329s. *The preprinted AFMC Form 329 for all non case funded TDY trips* (Admin 3 percent), O&M, other sources) controlled by AFSAC TDY monitor. The computer-generated AFMC Form 329 is for FMS Case funded TDY trips only. The computer-generated AF Form 329 is created in SAMIS by the Case Manager.

(2) Persons authorizing TDY should review each trip prior to approving AFMC Form 329. Each form must be completed in order that the AFSAC TDY monitor can properly review and process the orders. Thorough and complete justification is necessary in order for the AFSAC TDY monitor to determine if TDY should be funded by Case, Administrative Surcharge or Air Force funds. The following items should be considered in the justification:

(a) The purpose of TDY (specific not general).

(b) Is it essential to the FMS mission?

(c) Could alternate means be used (for example, message, telephone, teleconference, and so forth)?

(d) Is number of persons traveling necessary?

(e) Is duration of travel necessary?

(f) Could this type trip be consolidated with others?

(3) Use of rental cars is another area that needs better justification. Government transportation should be used where possible. Rental cars should only be used when the mode is the least expensive or the only means of transportation available. Justification should show that alternate forms of transportation (such as a taxi) are more expensive than rental cars. Efforts

should be made to consolidate the use of rental cars and to select the lowest cost vehicle. TDY approving officials can conserve their TDY funds if each request is thoroughly reviewed.

(4) The AFMC Form 329 should be completed according to attachment 1, "Instruction for the Completion of the FMS TDY Certification Worksheet (AFMC Form 329)."

### 3. Form Prescribed. AFMC Form 329.

#### OFFICIAL

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*Commander*

1 Attachment  
Instructions for the Completion of the FMS  
TDY Certification Worksheet (AFMC Form  
329)

#### SUMMARY OF CHANGES

The revision of this regulation expands the control of Foreign Military Sales Administrative Surcharge travel to include FMS Case travel responsibilities and procedures. Instructions to complete the FMS TDY Certification Worksheet (AFMC Form 329) were added in attachment 1.

**INSTRUCTION FOR THE COMPLETION OF THE FMS TDY  
CERTIFICATION WORKSHEET (AFMC FORM 329)**

<b>BLOCK 1 NAME OF TRAVELER</b>	— The name and grade or rank of the person performing the travel.
<b>BLOCK 2 OFFICE SYMBOL</b>	— The complete office symbol of the person performing travel (AFSAC/ XMRF, AFMC/SI or WR-ALC/MMVS).
<b>BLOCK 3 TELEPHONE NUMBER</b>	— The telephone number of local traveler, and the Autovon or commercial number for travelers not located at WPAFB.
<b>BLOCK 4 DESTINATION</b>	— The location where the TDY is to be performed.
<b>BLOCK 5 SPECIFIC PURPOSE</b>	— The specific purpose of the trip. This purpose statement should include words that substantiate the necessity of this trip in support of the Air Force FMS mission.
<b>BLOCK 6 AUTHORITY</b>	— The source of the TDY requirement (identify the message, letter, or individual requesting the TDY).
<b>BLOCK 7 DATE</b>	— The date of departure.
<b>BLOCK 8 DURATION</b>	— The number of days for TDY trip including travel days.
<b>BLOCK 9 ESTIMATED COST</b>	— The estimated cost of transportation, per diem, and other.
<b>BLOCK 10 TRAVELER'S SALARY IS NORMALLY</b>	— The applicable source for the traveler's salary. Also the operating budget account number (OBAN) he or she is paid from.
<b>BLOCK 11 CERTIFICATION</b>	— The percent of TDY for the sole purpose of conducting official business in support of Foreign Military Sales and if it could be charged to a specific country travel case or not. Show the source of travel funds in parentheses (Administrative Surcharge, Case). The certification that traveler has read the Security Checklist for oversea travel if applicable.
<b>BLOCK 12 SIGNATURE OF TRAVELER</b>	— The signature of traveler if applicable.
<b>BLOCK 13 DATE</b>	— the date the AFMC Form 329 is prepared.
<b>BLOCK 14 VALIDATION</b>	— N/A
<b>BLOCK 15 SIGNATURE OF GEOGRAPHIC MANAGER</b>	— The signature of the geographic manager, if applicable.
<b>BLOCK 16 SIGNATURE OF PERSON AUTHORIZING TDY</b>	— The signature of the person who authorizes TDY at the directorate level for HQ AFMC or for AFSAC.
<b>BLOCK 17 TDY IS</b>	— The authorizing official should check "approved" or "disapproved."
<b>BLOCK 18 AFSAC CONTROL NO.</b>	— The number assigned by the AFSAC monitor for control of Administrative TDY or Case TDY.
<b>BLOCK 19 FUND CITATION</b>	— The applicable fund cite for TDY should agree with Block 11 above.
<b>BLOCK 20 SIGNATURE OF AFSAC TDY MONITOR</b>	— Self-explanatory.
<b>BLOCK 21 SIGNATURE OF COUNTRY MANAGER (CASE FUNDS)</b>	— The signature of the country or case manager plus his or her organization and telephone number for Case TDY only.

FMS TDY CERTIFICATION WORKSHEET			
1. NAME OF TRAVELER(S) DORRIE MILLER WITLOCK		2. OFFICE SYMBOL AFSAC/XMXI	3. TELEPHONE NO 75675
4. DESTINATION WR-ALC, ROBINS AFB GA			
5. SPECIFIC PURPOSE TO ATTEND CLSSA RENEGOTIATION, FOLLOW-ON SUPPORT REVIEW, AND SUPPLY MAINTENANCE CONFERENCE			
6. AUTHORITY (Message, Letter, etc.) HQ USAF/PRI LETTER, 5 SEP 85, "REVIEW OF SPECIAL FMS FUNCTIONS"			
7. DATE OF DEPARTURE 4 OCT 85		8. DURATION 18 DAYS	
9. ESTIMATED COST		10. TRAVELER'S SALARY IS NORMALLY	
TRANSPORTATION	434	<input type="checkbox"/> A. O&M funded without reimbursement.	
PER DIEM	900	<input checked="" type="checkbox"/> B. Reimbursed from FMS ADM funds.	
OTHER	432	<input type="checkbox"/> C. Reimbursed from FMS case funds. (FMS Case _____)	
TOTAL	1,766	<input type="checkbox"/> D. Reimbursed from another source. (Source _____)	
Traveler is paid through OAC/OBAN <u>6330</u>			
11. CERTIFICATION			
<p>I certify that <u>100</u> percent of this TDY is for the sole purpose of conducting official business in support of Foreign Military Sales and that this travel <del>can</del> cannot be charged to a specific country's travel case.</p> <p>I will insure that one legible copy of the TDY orders, one legible copy of the paid voucher and one legible copy of the airline ticket or TR are sent to the AFSAC TDY Monitor within ten working days of completion of travel. Traveler's salary and benefits, while in TDY status, will not be charged to FMS funds.</p> <p>I certify that I have read the Security Checklist for overseas travel <u>Y/A</u></p>			
12. SIGNATURE OF TRAVELER		13. DATE 25 SEP 85	
14. VALIDATION (Deputate level at AFSAC and Directorate level at AFMC)			
15. SIGNATURE OF GEOGRAPHIC MANAGER		16. SIGNATURE OF PERSON AUTHORIZING TDY	
17. TDY IS <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		18. AFSAC CONTROL NO	
19. FUND CITATION 97-11X8242.AL62 4A6 6330 ADM00 1P126B 408 409 503000 (FMS SURCHARGE)			
20. SIGNATURE OF AFSAC TDY MONITOR		21. SIGNATURE OF COUNTRY MANAGER (Case Funds)	